



Colorado Air National Guard

Traditional

Position Announcement

COANG 15-021



<http://co.ng.mil/jobs/default.aspx>

POSITION TITLE: Paralegal Craftsman	AFSC: 5J071	OPEN DATE: 28 Jan 2015	CLOSE DATE: Until Filled
UNIT OF ACTIVITY/DUTY LOCATION: 140 th Wing Buckley Air Force Base, CO 80011		GRADE REQUIREMENT: Minimum: E5 Maximum: E7	
SELECTING SUPERVISOR: Lt Col Gina Simonson	VACANCY 09714501C	PHYSICAL PROFILE: PULHES – 333333 / X Factor – G / ASVAB – A-35 or G-44	

AREAS OF CONSIDERATION

- Nationwide (All military members eligible for membership in the COANG)
- Must hold at a minimum a 5-level in AFSC 5J0X1

All applicants MUST meet the grade requirement and physical/medical requirements outlined

DUTIES AND RESPONSIBILITIES

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1. Plans, organizes, and directs legal services personnel in the areas of administrative law, military justice, operational law, claims and office management. Establishes standards and evaluates completed actions to determine accuracy, content, and compliance with governing directives and statutes. Prepares written communications, processes correspondence and maintains suspense files. Compiles inputs, updates, retrieves, and interprets statistical data; prepares and presents statistical reports on legal activities in various forums. Creates graphic presentations. Conducts legal research by reviewing and analyzing available precedents and makes final legal recommendations for the Staff Judge Advocate (SJA) or other senior attorney. Maintains, stages and disposes of official records. Develops self-inspection checklists and performs self-assessments. Develops and maintains legal assistance materials and resources for clients. Prepares for Inspector General and Article 6, UCMJ inspections.
2. Provides administrative and litigation support in processing and execution of all judicial and nonjudicial (Article 15) matters according to applicable laws and instructions, and the *Manual for Courts-martial (MCM)*. Under the supervision of an attorney, examines preliminary evidence for sufficiency of facts and jurisdiction over offense(s) and offender; assists commanders and first sergeants with determining appropriate forum for disciplinary actions; performs legal research and drafts charges and specifications for courts-martial and Article 15 actions; prepares and processes all documentation/evidence required for courts-martial and Article 15 actions from investigation through final action; acts as a trial team member by assisting attorneys with investigating leads, conducting witness interviews, reviewing case status, and developing case strategy; examines all actions and records of legal proceedings to ensure accuracy and completeness prior to review by commanders and final processing; reviews and assembles transcripts of legal proceedings; and uses the Automated Military Justice Analysis and Management System (AMJAMS) and detailed checklists to monitor case progress and analyze military justice programs for commanders.
3. Under the supervision of an attorney; receives, examines, adjudicates, processes, and settles claims filed for and against the United States Government pursuant to Air Force publications, applicable laws, and international agreements with foreign governments; evaluates basic claims and related documents to ensure compliance with time limits, jurisdiction and liability. Consults with claimants on sufficiency and legality of claims covering matters such as death, personal injury, and property loss or damage. Conducts claims investigations and interviews witnesses to make preliminary determination of liability and extent of damages; settles claims within settlement authority or makes recommendations on settlement; performs legal research as necessary. Prepares claims for forwarding to appropriate activity or echelon; uses the Web-based Armed Forces Claims Information Management System (WebAFCIMS) for claims adjudication and program management.
4. Interviews clients and determines eligibility for legal assistance. Under the supervision of an attorney, consults clients to obtain facts, background information, and data to determine appropriate assistance or referral to other agencies; prepares documents such as powers of attorney, wills, promissory notes, deeds and bills of sale; functions as notary public under federal law (Title 10 USC); uses Web-based Legal Information Online System (WebLIONS) and Legal Assistance Website for managing legal assistance appointments, preparing documents, and generating reports.
5. Under the supervision of an attorney, performs duties in international, operational, and fiscal law arenas to include conducting Law of Armed Conflict (LOAC) training, evaluating compliance with LOAC, and determining wartime Rules of Engagement.

6. Under the supervision of an attorney, performs duties as needed in the ethics/standards of conduct, environmental, labor and employment, contract, international, operational, and fiscal law arenas and drafts legal reviews and briefs as needed. Processes administrative separation actions, line of duty determinations, report of survey investigations, off-duty employment requests and drafts legal reviews and briefs as needed. Performs duties as a paralegal in Magistrate Court. Manages Magistrate Court Program and assists with representing USAF in proceedings.
7. Fiscal. Assesses program priorities and fiscal support capabilities. Identifies resource requirements, ascertains appropriate funding sources, submits budgets, reviews and coordinates budget execution, implements adjustments and conducts follow-up. Allocates resources and administers fiscal internal controls.

SPECIALTY QUALIFICATIONS:

Knowledge: Knowledge is mandatory of: keyboard and computer operation; UCMJ and MCM; preparing and processing claims; English grammar and composition; math; functional organization of a military legal office; interviewing techniques and knowledge of legal procedures concerning military courts and boards; legal terminology and interpretations; research and utilization of legal publications and reference files; administrative law matters; Air Force organization and administration; and office management.

Other:

1. Ability to communicate effectively in writing.
2. Ability to keyboard at a minimum rate of 25 words per minute (WPM).
3. No previous convictions by courts-martial; punishment under the provisions of Article 15, UCMJ in the previous 6 years; or convictions by a civilian court except for minor traffic violations and similar infractions listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*.
4. Ability to speak clearly and distinctly.
5. Certification by the Wing Law Office Superintendent and Staff Judge Advocate that the individual has been interviewed and is acceptable for entry and recommendation for acceptance by MAJCOM Paralegal Functional Manager and/or CFM.

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the location below. **Complete applications must be received no later than 1600 or postmarked on or before the closing date.** US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for.

Incomplete packages will not be considered for the position vacancy

1. Cover Letter pursuant to ANG Paralegal Accession Guide.
2. Civilian or Military Resume.
3. CURRENT Records Review RIP (available on vMPF via AF Portal).
4. CURRENT Points Credit Summary (available on vMPF via AF Portal).
5. CURRENT and PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS)).
6. Certificate of Interview with LOS pursuant to ANG Paralegal Accession Guide.
7. 2 letters of recommendation.

Add any other documentation you want provided.

****SUBMIT NO STAPLES/NO BINDINGS****

QUESTIONS?

If you have any questions on package submission you may contact 720-847-9424/DSN 847-9424 or email at sebastien.garcia@ang.af.mil
If you have any position related questions please contact the selecting supervisor at 720-847-9895

MAIL APPLICATIONS TO:

140 FSS/FSMP, Attn: CMSgt Sebastien Garcia
18860 E. Breckenridge Ave., Stop 65
Buckley AFB, CO 80011

DROP APPLICATIONS OFF AT:

Building 801, Room N-224

E-MAIL APPLICATIONS TO:

sebastien.garcia@ang.af.mil

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.